

Professional and Managerial Branch  
Fiscal and Tax Administration Group  
Fiscal Series

**POLICE ADMINISTRATIVE SERVICES MANAGER**

4/96 (SAC)

*Summary*

Under general direction, manage assigned civilian administrative services such as Planning and Research, Financial Operations Management Information, Police Supply and Support.

*Typical Duties*

Plan, develop and implement department-wide policies, goals and standards for civilian workforce. Involves: conducting or directing studies of work flow, methods and procedures to develop and implement plans to civilianize administrative police functions; evaluating the results of overall operations and developing and presenting recommendations to Police Chief including effect on operations, impact on resources and anticipated costs and benefits; determining long and short range resource requirements to ensure that current and future business information services needs are met; initiating procedures and controls to promote communication and adequate information flow; developing and executing procedures and policies consistent with Police Chief's broad policies and objectives.

Coordinate and administer fiscal activities, business analyses, information processing and other civilian support activities. Involves: overseeing and approving budget preparation and execution to ensure effective and efficient use of budgeted funds, personnel, materials, and facilities; administering department payroll, purchasing and central supply activities preparing specifications for bid proposals and grant justifications; implementing and maintaining automated data processing systems and procedures; arranging for facility and fleet maintenance with other departments, assigned staff and outside vendors; directing administration of Court Liaison and Chief's Office.

Act as liaison between the Office of the Chief, civilian and non-civilian support units, other City departments and outside agencies. Involves: interpreting and disseminating administrative directives; conferring with and advising other division heads on such matters as performance measures, budgetary controls and program improvements; serving on or chairing committees and task forces to evaluate status of and recommend changes in services and operation; representing the Police Chief at meeting, negotiations and conferences with other City departments and outside agencies.

Supervise designated exempt and nonexempt supervisory and non-supervisory professional, technical, administrative and clerical personnel. Involves: maintaining harmonious management-employee relations; scheduling, assigning, instructing in and guiding, and checking work; conducting or arranging for employee training and development; appraising performance; effectively participating in hiring and terminating, counseling, disciplining or changing status of subordinates; enforcing personnel rules and regulations including those pertaining to standards of conduct, attendance, safety and work practices.

Perform related professional and managerial duties as assigned. Involves: substituting for subordinates during temporary absence to maintain continuity of services and operations, or for coworkers regarding designated non-law enforcing issues, if assigned; preparing and presenting recurring or special financial, statistical and operating status and results reports to the Police Chief or other officials, as necessary.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Business or Public Administration and six years of professional administrative experience involving research, analysis, evaluation and complex budgeting, including two years at a supervisory level, or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: financial and business management theories and principles; modern municipal accounting and professional administrative practices. Considerable knowledge of: internal control methods and management information system applications; supervisory and governmental budgetary techniques; statistics and research methodology.

Ability to: devise long and short term operations plans and assess results; interpret an extensive array of technical instructions dealing with numerous concrete and abstract considerations; employee logic or scientific principles to define problems, collect data, establish facts, comprehend consequences of situations and draw valid conclusions; collaborate

with other departments to prioritize and balance functions of designated units; maintain effective working relationships with fellow employees and officials; express oneself clearly and concisely both orally and in writing to persuasively present findings of technically complex special and periodic fiscal and cost of service studies and forecasts, and provide professional advice for use in strategic decision making by department head.

Skill in operation and care of: personal computer, including word processing and spreadsheet software; mainframe computer terminal to up or down load accounting and financial information.

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Director of Personnel

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Department Head